

### LEASING PROPOSAL REQUEST

Department of Correction  
Knox County, Knoxville

Agency, Office Name	Department of Correction, Day Reporting Center and Community Resource Center
Principal Use Office/Warehouse/Other	Office and Classrooms for Training
Employee Headcount at Premises	18
Transaction Number	17-01-911

	<u>Desired</u>	<u>Alternates Accepted</u>
Service Area and Boundary Requirements	<b>MANDATORY:</b> Within Knoxville, Knox County and within walking distance to <a href="#">public transportation or busline</a> .	<b>Alternates will NOT be accepted</b>
Parking Requirements	<p><b>MANDATORY:</b> (a) Tenant will require, at a minimum, paved and striped parking. The parking provided shall include handicap parking and meet the relevant code requirements.</p> <p>(b) A minimum of 48 Spaces -- preferably in two (2) lots adjacent to leased space with 30 spaces for clients and 18 for personnel with separate entrances. Any secured parking needs will be billed as an agency expense.</p>	<p><b>(a) Alternates will NOT be accepted</b></p> <p>(b) Alternates will be accepted.</p>
Usable & Rentable Contiguous Square Footage	Estimated needed square footage is between 9,800 – 10,400 USF not including restrooms, mechanical rooms, janitor closets, telecom closets or vestibules. The State intends “contiguous” to mean space that is adjacent on a single-level, ground floor level. It is estimated that the rentable square footage may fall between 10,800 – 11,400 RSF. Proposals outside of a 5% deviation (up) are considered “ Alternates”, and may be rejected. The actual square footage required will be determined by programming and space planning.	Alternates will be accepted

<b>Special Buildout and Other Specifications</b>	<p>(a) <b>MANDATORY</b> TURN-KEY BUILDOUT NOTE: State Fire Marshall Office approval or Non-Review Letter is required for all state Leased spaces.</p> <p>(b) Tenant desires a buildout in accordance with the specifications set forth in Exhibit D of the proforma Lease, along with the Agency programming needs identified in Schedule 1. These specifications should be used to develop plans and estimate costs. <b>The proposed rental rate should include the cost of the buildout;</b> the State does not desire a Tenant improvement allowance.</p> <p>(c) <b>SEE</b> SCHEDULE 1 attached for more detailed agency specific needs analysis and specifications.</p>	(a) Alternates will NOT be Accepted for Turn-Key buildout and SFMO approval
<b>Term Length</b>	Tenant requests a Five (5) year lease term or a Five (5) year lease term with a Five (5) year Option for Renewal.	Alternates will be accepted
<b>Commencement Date</b>	On or before June 1, 2018	Alternates will be accepted
<b>Termination Options</b>	Tenant 90 days for convenience as identified in <a href="#">Block 6 of the proforma lease page 1</a> and <a href="#">ProForma Lease Exhibit A, 5. Termination for Cause.</a>	Alternates will be accepted
<b>Terms and Conditions</b>	As set forth in Pro Forma Lease. A copy of the Pro Forma lease form can be found at <a href="http://www.TNRFP.com">www.TNRFP.com</a> under "Standard Forms" below Prospective Bidders registration information.	Alternates will be accepted
<b>Utility, Services and Other Costs</b>	<p><b>OPERATING EXPENSES:</b> <b>Tenant desires a full-service gross lease with no pass-through of operating expenses. <u>The base rent should include all operating expenses.</u></b></p> <p>*The State may consider a modified gross lease. However, operating expenses for (i) utilities and (ii) janitorial should be itemized for evaluation purposes. A modified gross lease for utilities may only be considered if <b>all</b> utilities are separately metered.</p>	Alternates will be accepted*

### **Communications:**

Interested parties must direct all communications regarding this procurement to the Wendy Wisniewski, State Leasing Agent, who is the State's official point of contact. **Email is the preferred form of communication.**

Name: Wendy Wisniewski  
Phone Number: 615-806-5501  
Email: Wendy.Wisniewski@tn.gov

**Submittal Deadline and Format:**

The completed "Lease Proposal Form" must be submitted **No later than June 8, 2017 at 2:00 pm (Central Time): NOTE: This is an extension to the advertise deadline date in the newspaper and email.**

Submittals must be received via either:

(a) Email: **RFP.Coordinator@tn.gov**

Or

(b) Printed copy to:

**Department of General Services/STREAM**

**Attn: Nickie Smith – Procurement Officer**

**William R. Snodgrass Tennessee Tower 3rd Floor**

**312 Rosa L. Parks Avenue, Nashville, TN 37243**

Phone: 615-428-9840 or 615-532-7475

**Method of Evaluation:**

Please refer to the State of Tennessee Real Estate Asset Management Division website for the complete document, which describes the proposal evaluation method, by using the following link:  
[www.TNRFP.com](http://www.TNRFP.com)

**Disclaimer of Subjectivity:**

Proposers should understand and accept that by responding to this solicitation they are willingly participating in a process that may consist of some degree of subjectivity. Proposers should be aware that the proposal determined to best meet the needs of the State may not necessarily be the lowest cost proposal.

**Protest Process:**

Any protests or appeals of protest pursuant to this Proposal Request or the Notice of Intent to Award shall be handled in accordance with the SBC By laws, Policy and Procedure Item 18.

## SCHEDULE 1

### Special Build Out Specifications:

**PROGRAMMING SPACE NEEDS:** The Department of Correction requires three separate zones for programming needs. Clients: Day Reporting Center (Zone 1) and Community Resource Center (Zone 2) and Personnel (Zone 3 – secured zone). Client zones shall provide separation of programming needs. Personnell zone shall be a secured zone with secured access for staff only. Separate entrances and parking for client and staff are preferred.

**KEY:** O=Open office space; H= Hard wall office space

11/10/2016

#### Space Needs Analysis Report

SNA Number: 32901-47-02

Agency: TDOC Knox Co.

Description: Knoxville, TN

Prepared by: FMG

Checked by:

Personnel Total: 18      SNA Date: 11/8/2016

<u>Type</u>	<u>Standard</u>	<u>Description</u>	<u>Wall</u>	<u>Area</u>	<u>Count</u>
P	00000	Spectrum Facilitator In office 50% to 74% of time.	O	51	1
P	73162	ASA 2 Space included in Reception Cubical.	None	0	1
P	73633	Program Director	H	120	1
P	78132	Correction Counselor 3	O	51	3
P	78133	Correction Counselor 2	O	51	8
P	78143	P/P Officer 3 In office 25% to 49% of time.	O	51	2
P	79661	Forensic Social Worker In office 50% to 74% of time.	H	120	2
S	CBR	Client Break Room Space for 20 chairs (no tables). Lessor to provide 2 - 120V/ 20 amp. dedicated circuits with isolated neutrals for agency supplied vending machines. Agency requesting that there be no base and wall cabinets or sink.	HA	400	1
S	CIR	Client Interview Room Used for conducting interviews with clients.	H	100	2
S	CR	Conference Room Seating for 15. Lessor to provide electrical outlet above finished ceiling for agency supplied ceiling mounted projector.	H	250	1
S	CR1	Class Room 1 Minimum seating for 30 at tables. Lessor to provide electrical outlet above finished ceiling for agency supplied ceiling mounted projector.	HA	900	1
S	CR2	Class Room 2 Table based training for 15. Lessor to provide electrical outlet above finished ceiling for agency supplied ceiling mounted projector. Agency will pay for installation of full floor to ceiling whiteboard in this room.	HA	450	1
S	CRCWR	CRC Waiting Room Community Resource Center waiting room with seating for 10. With transaction countertops and locking sliding pass-thru window to Reception cubical. Waiting room will need direct access to one unisex single stall client restroom. Client and staff restrooms will be seperate and will not share the same plumbing wall.	HA	300	1
S	CTR	Computer Training Room	HA	600	1

Space Needs Analysis Report v1.0 (Archibus)

11/10/2016

Page: 1

Computer training for 15 students. Agency will be using a minimum of 16 desktop computers (15 - for students and 1 - for instructor) and 1 - network multi-function printer. Lessor to provide electrical outlet above finished ceiling for agency supplied ceiling mounted projector.

S	DRCWR	DRC Waiting Room	HA	300	1
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Day Reporting Center waiting room with seating for 10. With transaction countertops and locking sliding pass-thru window to Reception cubical. Waiting room will need direct access to one unisex single stall client restroom. Client and staff restrooms will be separate and will not share the same plumbing wall.

S	DTPR	Drug Testing Prep. Room	H	100	2
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Countertop with sink.

S	DTR	Drug Testing Room	H	100	2
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Each room with watercloset and countertop with sink.

S	E	Enclave	H	120	1
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Offender orientation and assessment.

S	EBR	Employee Break Room	H	150	1
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With base and wall cabinets, countertop with sink. Lessor to provide a minimum of 4 - 120V/ 20 amp. dedicated circuits with isolated neutrals for agency supplied coffee maker, microwave, refrigerator and possible vending machine.

S	FAH	Free Address Hoteling	O	51	3
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Used by traveling staff, interns and volunteers.

S	FSR	File Storage Room	H	200	1
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S	MA	Mail Area	O	48	1
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S	MER	Medical Exam Room	H	200	1
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Used for wellness screening with sink, countertop and cabinets. Agency will supply exam table and medical equipment.

S	MFC	Multi-Function Copier	O	50	2
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S	PSB	Paper Shredder Bin	O	6	1
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S	RB	Recycle Bin	O	6	1
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S	RC	Reception Cubical	O	100	1
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Used by ASA 2.

S	SER	Security Equipment Room	H	48	1
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Room for agency supplied building security monitoring and recording equipment. Lessor to provide a minimum of 4 - 120V/ 20 amp. dedicated circuits with isolated neutrals for this room. Room must be temperature controlled.

S	SR	Supply Room	H	100	1
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S	TC	Telecom. Closet	H	80	1
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For telephone and computer equipment. Room must be temperature controlled.

S	TR	Training Room	HA	450	1
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Table based training for 15 students. Lessor to provide electrical outlet above finished ceiling for agency supplied ceiling mounted projector. Agency will pay for installation of full floor to ceiling whiteboard in this room.

**Comment:**

Day Reporting & Community Resource Center. Lessor must design HVAC system in all training and meeting rooms to maintain proper temperatures with doors closed. Agency will be installing building security alarm system including video cameras throughout space.

SNA Number: 32901-47-02

Major Circulation:	30%	<b>2,250</b>
Total Area Needed:		<b>7,501</b>
<b>GRAND TOTAL:</b>		<b>9,751</b>

Suggested Range:	<u>Min.</u>	<u>Max.</u>
Usable:	9,800	10,400
Rentable:	10,800	11,400

